
IMC Meeting Minutes: 06-16-2006

Minutes transcribed by Elain Radford – OIT, Lauren Latterman- OIT.

I. Call to Order: 1:34 pm – Vice-Chairman Mulford

IMC Commissioner attendance: Coleman, Delmonico, Dennis, Lutz, May, Mulford, Wells.

Introduction of Commissioners and audience members.

A. Chairman's Remarks

Vice-Chairman Mulford called the meeting to order, introduced himself, and announced that he will Chair the Commission meeting today since that John Picanso, the IMC Chairman and State Chief Information Officer, is out of town and not able to attend.

Vice-Chairman Mulford opened the meeting with the following introductory comments and a briefing on each item:

- The IMC public session is being webcast.
- June 22, 2006 Digital Government Summit at the Marriott City Center from 8am-5pm – invited all Commissioners and audience members to attend.
- OIT's website has been updated and is now active: <http://www.colorado.gov/oit>.
- Commissioner Briefing Notebooks include:
 - a) CDLE's letter to JBC regarding IMC approval of the genesis PRA Project, and additional CDLE genesis PRA documents requested.
 - b) Governor's press release on legislation "to increase security and oversight on state computer systems" specifically regarding SB06-063, SB06-149, and HB06-1157.

Vice-Chairman Mulford extended an appreciation to Senator May and Representative Coleman who were key participants in support of this legislation and are Commissioners. Senator May provided a briefing on SB06-149, OIT/IMC reorganization, and stated he hopes reflects more support from the Legislature in the future and changed the name of OIT to Governor's Office of Information Technology while retaining the acronym of the office. Senator May mentioned a few highlights including that this legislation reduced the number of IMC by a couple of members (from 17 to 15), which should help the Commission meet their quorum requirement. Senator May asked for confirmation that the IMC membership is full and that the IMC website shows who those members are. Elain Radford, OIT staff, confirmed that all IMC membership slots are filled at this time and that it is correct that the IMC website shows who the IMC members are.

B. Meeting Minutes

Vice-Chairman Mulford deferred the vote on the 5-19-06 IMC Meeting Minutes until such time that a quorum would be achieved.

C. Motions and Action Items

Vice-Chairman Mulford called forward Arlene Booker, OIT staff, to provide a review of the May 19, 2006 IMC Motions/Action Items. Arlene reported briefly on the three motions that had

been approved unanimously (of those members present): April 21, 2006 IMC Meeting Minutes, End User Computing Standard Specifications, and the genesis Project Recovery Assessment budget request. She commented that there are six action items, of which all had been completed except one: IMC Chairman will contact SIPA executive director, Gregg Rippey, regarding a SIPA update to the IMC. Arlene commented that we are targeting this to occur in the July 2006 IMC Monthly Meeting.

Senator May asked for clarification that Gregg Rippey is appointed to the IMC in addition to serving as the Executive Director of the Statewide Internet Portal Authority (SIPA). Vice-Chairman Mulford confirmed this is correct. Senator May commented that he also sits on SIPA as well as Representative Cadman, Secretary Dennis, and other IMC Commissioners.

II. Old Business

A. Project Readouts (Arlene Booker, OIT Staff)

1. IMC Executive Monthly Project Dashboard Report

Arlene Booker provided the Commission with a brief review of the IMC Executive Monthly Project Dashboard. She announced that the genesis Project Recovery Assessment (PRA) Project will be discussed during the Subcommittee readouts today, since this project did report to the Risk Management Subcommittee this morning.

Arlene stated two project presentations are scheduled for today: (1) Department of State's HAVA/SCORE Project and, (2) Department of Revenue's CSTARS Project. Arlene called forward Trevor Timmons and Brian Mouty on the HAVA/SCORE Project.

2. Project Updates/Presentations

- a.) **Colorado Department of State – Help America Vote Act (HAVA/SCORE) Project.** Trevor Timmons-Deputy CIO and HAVA/SCORE Project Director, Brian Mouty-Project Manager, Leigh-Anne McDonald-replacement Project Manager, David Gustafson-IV&V.

Trevor Timmons introduced himself and had the other HAVA/SCORE Project staff introduce themselves. Trevor recognized Brian Mouty who has been the Project Manager on this Project and stated Brian will be rolling off the Project in the next week. Trevor stated that Leigh-Anne McDonald will transition into the Project Manager position, and emphasized that Brian has been highly regarded as the Project Manager and helped the Department get to where they are today.

Trevor continued and informed the Commission that this project was in RED status but has moved into YELLOW status, and that the remainder of their presentation will show why this has happened. Trevor stated that the U.S. Department of Justice (DOJ) is the enforcement arm of the federal Help America Vote Act (HAVA) law that is mandated for states, and the DOJ is very interested in Colorado and what it will take for Colorado to meet the compliance mandates of the HAVA law. Trevor emphasized that the Department of State communicates with the DOJ every couple of weeks and the DOJ is focused on two different areas: 1) direct reporting on electronic voter registration for people with special needs, which Colorado is doing very well on both in providing the machines and training for election workers; and placing these machines in public places

so citizens can come in to work the machines and see how this method for casting votes works. The second area of focus for DOJ is interim compliance - which is HAVA voter verification requirements.

Trevor mentioned that Colorado is one of 12-17 states that are not HAVA compliant, so DOJ is interested in what we are doing to provide those voter verification checks required under the law: i.e., ensuring that people who have died do not appear on the poll books and cannot request an absentee ballot. Also, in Colorado, people who have been convicted of a felony and are serving their sentence are not allowed to vote. In addition, DOJ is focused on duplicate registrations across county lines in case a voter has moved from one county to another, and ensuring counties are staying on top of this issue.

Trevor stated that the dialogue with the DOJ has been a very positive and cooperative process, as well as collaborative regarding what Colorado can do – and avenues other states are pursuing. He explained that he does not anticipate there is risk that Colorado would actually lose some of the federal funding made available by the passage of the federal law because we are making sure we are very responsive to DOJ and information that is relevant to Colorado as they are assessing Colorado as well as other states across the country. Trevor stated that DOJ is very comfortable with Colorado pursuing an RFP to procure a statewide voter registration system that meets full HAVA compliance.

Brian Mouty reported that an RFP was posted on April 18, 2006 and closed the RFP on May 9, 2006 - received four proposals, of which two were deemed non-responsive as they did not meeting the minimum qualifications of the bid. Brian stated that two of the proposals have advanced into the evaluation stage. The Evaluation Committee met twice this week to review and discuss those proposals, and both proposals have moved to the competitive range part of the process in which we will ask those vendors to provide demonstrations for two weeks to be accessible by state and county people so they can “kick the tires” and see how well it works for us in Colorado. In addition, these vendors will be called to do an oral presentation on July 6th and July 7th, 2006 for the evaluation team.

Senator May asked if who the vendors are is public information. Trevor responded that this information is public record. Brian commented that the two finalists are Elections Systems & Software (ES&S) and SaBER – both of these companies have installed voter registration systems in five or six states, currently in full production, and fully HAVA compliant. So, these systems have proven ability to deliver in their history. Brian continued explaining the evaluation process which includes an architecture assessment and validation (AAV). The project’s Independent Verification & Validation (IV&V) team will analyze the architecture, infrastructure, security, network, bandwidth and physical components proposed to ensure they are up-to-snuff for this proposal. Brian explained that the evaluation team is targeting July 14, 2006 to have an intent to award. Brian emphasized that tremendous progress has been made by this project over the past three to four months, are very pleased the project has moved from RED to YELLOW status, and the current plan has been and continues to be on schedule. Brian concluded that the proposals are strong, the project’s budget is intact, and this gives the project the momentum to continue into the next phase. He stated he feels the project is back on track and offered to answer any questions the Commissioners may have.

Vice-Chairman Mulford thanked the team. Commissioner Lutz expressed his appreciation that this team provided full disclosure of where the project is at and asked if the project would be in place for the upcoming primary election and even general election. Trevor responded that there is no chance a statewide system or even a pilot in place even before the general election and stated they are targeting post-general election. Senator May asked if all counties would have new equipment. Secretary Dennis explained that all 64 counties would have to have the direct recording equipment in each of their polling places, which is separate from the software for the voter registration system. Secretary Dennis further explained that the equipment would be procured from separate vendors because counties may choose from the four certified vendors that were federally approved.

b) Colorado Department of Revenue – Colorado State Titling Registration System (CSTARS). Brett Mueller, Chief Information Officer.

Arlene Booker called forward Brett Mueller, Department of Revenue CIO, to provide an update on the CSTARS Project.

Brett Mueller stated that he would like to talk about the status of the CSTARS Project and how this project differs from the actual process of titling and registering vehicles as it currently stands. Brett explained that the current process is operated out of different offices, is on-going, and is also called CSTARS. It uses a legacy system or distributed data processing system, sometimes called DDP, which is the system that will be replaced when the new CSTARS system is complete and deployed. Brett stated that the new CSTARS system was developed in conjunction with all 64 counties and is currently in final stages of testing and pre-deployment. Over the past month training has been on-going at the state level and final testing has been rather rigorous. Testing has focused on three to four major areas: hardware and/or application testing, actual data conversion and code distance of data between the legacy and new system, and on the addressing or locator files.

Brett commented that he is pleased to report that applications testing is complete and finished, it wielded numerous defects all of which have all been either fixed, closed, and/or work-arounds or other processes have been put in place to address those. Brett emphasized that testing was performed in conjunction with their county partners in different areas, as well with the vendor. Brett reported that the data conversion testing is now completed and also wielded numerous defects all of which have been addressed, closed, or are in the process of being closed. Final regression testing, which was quite rigorous, completed about a week and a half ago and it tested every single business function and every single report the CSTARS system supports.

Brett stated that the co-existence of the data is very important because the data of the legacy system and new system has to be matched up every day, and has to match perfectly. Currently there are a number of issues and defects in the co-existence area, but we are on track to finish those – many are being finished today and tested – and we should finish up next week. Brett reported that the final area of testing is in the address field and that testing is on-going and will continue for another week or week and a half.

Brett provided a hardware and connectivity update and stated that many of the urban counties are T1 connected, but the rural counties had not been connected via T1. However, there are only seven counties left to get a T1 connection and all those are on schedule through Qwest – and we should have all those completed by June 28, 2006. Brett concluded that once these connections are completed, the project will be ready to go live.

Secretary Dennis asked for the name of the counties left to get T1 connections. Brett responded that those counties not T1 enabled are: Park, Bailey, Rio Blanco, Rangely, Chaffee, Buena Vista, Fremont, La Plata, Saguache, and Mineral. Brett commented that there have been problems in Mineral county due to old legacy wiring. Secretary Dennis asked if these locations are at the county court houses. Brett responded that they are not because many of the locations are the branch locations, and stated that there are a total of 108 county offices that have the CSTARS system through the DDP system today which are the ones that will have the new CSTARS system.

Senator May requested a report on which counties are up and running and how the system is performing to assist with calls from the counties. Brett agreed to provide such a report.

Action Item	(Senator May)
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Brett Mueller, Department of Revenue CIO, provide IMC with a report on which CSTARS counties are up and running and how the new system is performing in the counties.

Senator May asked why T1s are used rather than the MNT since Qwest gets more money for T1s than for the MNT – he asked Commissioner Wells if he would respond to this question. Brett responded that he is not able to answer specifically why that decision was made. Commissioner Wells commented Century Tel, the Qwest partner, is in 22 of the 64 counties and except for San Juan and Silverton, there is actually fiber as part of the MNT all the way in. Commissioner Wells continued that through MNT there are various options including T1s and DSLs, and the pricing is not that much more. Commission Delmonico requested clarification on whether or not these are the last mile connections. Commission discussion focused on the last mile connectivity issue and why T1s would be used, if they are not part of the Department's MNT efforts. Brett agreed to provide clarifications on the last mile connectivity and the use of T1s at a later date.

Action Item	(Commissioner Delmonico)
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Brett Mueller, Department of Revenue CIO, provide IMC with clarification on the last mile connectivity for some counties and the use of T1s.

Commissioner Wells agreed to provide Brett with the MNT point of contact. Vice-Chairman Mulford commented that Commissioner Malinowski had reported to the Enterprise Architecture Subcommittee that discussions with Qwest are currently in process regarding how these products are being sold out in the counties and making sure the state is getting the maximum benefit for the dollars we are expending.

Brett stated that the project has enough money appropriated to provide each county with a new server when the new system is deployed. He commented that part of the appropriation provided for replacement of aged work stations for a number of the counties, which will be installed soon after deployment because of compatibility issues with the legacy system.

Senator May commented that the CSTARs system will have similar post-implementation fixes as the CBMS system, which will require additional funding. Senator May recommended that Brett keep track of those and allow the IMC to assist with the funding requests for these. Brett confirmed that there are already numerous enhancements requested, as well as forthcoming legislation that will need to be complied with.

Arlene stated that projects updates on the CDLE - genesis PRA Project, Department of State eFOR³T Project, and Statewide Email Consolidation Project will be provided as part of the Subcommittee readouts today. Arlene commented that the DPA-DTRS (Digital Trunk Radio System) Project is getting things done with grant money and this project will be requested to present to the IMC in August 2006.

Action Item	(Arlene Booker, OIT staff)
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Risk Management Subcommittee request the Department of Personnel and Administration provide a presentation on the Digital Trunk Radio System (DTRS) Project in August 2006.

Arlene continued that the Department of Human Services – Division of Vocational Rehabilitation (DVR) Rehabilitation Information System for Employment (RISE) Project is making progress and will report to the IMC in July 2006. Also, she stated that the Department of Transportation's Enterprise Resource Planning Program (ERP) Project deployed Phase I successfully in April 2006 and the target delivery for Phase II is November 2006. Commissioner Delmonico stated that the CDOT ERP Project is in YELLOW status and requested this project report to the Risk Management Subcommittee in July 2006.

Action Item	(Commissioner Delmonico)
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Risk Management Subcommittee request the Department of Human Services-DVR provide a presentation on the RISE Project in July 2006.

Action Item	(Commissioner Delmonico)
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Risk Management Subcommittee request the Department of Transportation provide a presentation on the ERP Project to the Risk Management Subcommittee in July 2006.

III. New Business

A. IT Policies: Project Management Policy, ADA IT Accessibility Standards

Vice-Chairman Mulford announced that Elain Radford, OIT staff, would provide an update on specific IT policies. Elain stated that three IT policies were reviewed: Security, Project Management, and the ADA IT Accessibility Standards. Elain explained that these policies and standards were presented to the May 2006 Risk Management and Policy/Portfolio Management Subcommittees with the following OIT staff recommendations:

- Security Policy – retain as is until such time as the new cyber security policies are published by the Chief Information Security Officer – targeted for the end of July 2006.
- ADA IT Accessibility Standards for the Blind and Visually Impaired – no changes are needed at this time.

- Project Management Policy – adopt the revised version 2.0 with recommended changes - some updates were made but no substantive content changes.

Vice-Chairman opened the floor for discussion. No discussion ensued. Due to the lack of a quorum, Vice-Chairman Mulford deferred the vote on changes to the IT policies until such time as a quorum is achieved.

Senator May expressed his concern that some of the projects on the IMC Executive Project Dashboard need to be looked at closely and some have not presented to the full IMC for some time, specifically the Department of State's Disaster Recovery facility project, eFOR³T and the Department of Transportations's Enterprise Resource Planning Program (ERP) Project that has remained in YELLOW status for several months. Vice-Chairman Mulford agreed that it is good for the Commission to have periodic updates on those projects that are going well, and clarified the guidelines for projects: when a project goes into YELLOW status, at a minimum they have to present to the Risk Management Subcommittee and are candidates to present to the full Commission; and when a project goes into RED status it is mandatory that they present to the full Commission. Commissioner Delmonico confirmed that the Risk Management Subcommittee reviews the projects in YELLOW or RED status and keeps a watch on those, though they don't talk as much about projects in GREEN status. She commented that the Subcommittee has developed a list of questions for state agencies to have so they know what to expect from the Subcommittee – these will be published soon.

Secretary Dennis announced that the eFOR³T manager, Kristine Champion, is in the audience today and available if needed. She provided the Commission with an update on the eFOR³T Project reporting that this project is going extremely well. The eFOR³T Project is up and running and more agencies are inquiring into how to migrate into the facility. Senator May requested a report on which agencies are early adopters in this facility and Secretary Dennis agreed that this information will be provided to the IMC.

Action Item	(Senator May)
Department of State provide to the IMC a list of agencies (early adopters) in the new Disaster Recovery facility.	

IV. Subcommittee Readouts

A. Enterprise Architecture (EA) Subcommittee

Vice-Chairman Mulford reported that the EA subcommittee met this morning and focused heavily on project with common and shared services. Three significant efforts that are going on and are important for this Commission to review:

1. Capitol Complex Voice Over Internet Protocol (VOIP) Phone System Project. Commissioner Malinowski provided a briefing on this project and reported that the RFP has been posted a week ago and there was a review with the vendors this week, with a very positive response coming out of the vendor community. He reported the RFP was reviewed by the Gartner Group and they recognized the State as having put out one of the best RFPs for IT enabled technologies. Vice-Chairman Mulford expressed his appreciation to this group and concluded that the project is currently going through a procurement process.

2. Statewide Email Consolidation Project. This project is in GREEN status and will be conducting initial design review next Wednesday targeting completion by the end of June 2006. July 6, 2006 there will be a meeting to conduct an in-depth review of that design. Vice-Chairman Mulford invited Commissioners to attend that review, if possible.
3. Ongoing discussions with Qwest related to MNT. Besides the marketing and pricing issues being addressed, there is also some newer technology coming out that will give us some price points that may actually provide enhanced services at a reduced cost.

Vice-Chairman Mulford called forward Kristine Champion, eFOR³T manager, to provide a brief update to the Commission on the Department of State's eFOR³T Disaster Recovery facility project. Kristine reported that they have an early adopter group that is coming into the facility and are currently moving in and working on their individual disaster recovery plans. The early adopter group consists of the following departments: Regulatory Agencies, Public Safety, Personnel and Administration, Law, and State. Kristine stated that the next group may include the Department of Human Services which would include redundancy for the CBMS. Regarding security, Kristine reported that the Chief Information Security Officer, Mark Weatherford, did assist them in addressing some specific issues and other security has been provided based on his recommendations. She concluded that a full security assessment is scheduled in August 2006 at the eFOR³T facility.

Arlene Booker commented that Mark Weatherford is in the process of putting together policies regarding encryption of data on laptops and necessary tools to shore up weak areas in security. Commissioner Delmonico requested an Executive Session on Cyber Security be scheduled which would include impacts of HB06-1157.

Action Item	(Commissioner Delmonico)
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Schedule an Executive Session on Cyber Security with the IMC in the near future, including impacts of HB06-1157.

B. IT Risk Management/Security Subcommittee

Commissioner Delmonico reported that the IT Risk Management/Security Subcommittee met this morning and had a very good meeting. She stated that one project discussed in the Subcommittee was the CDLE genesis Project Recovery Assessment (PRA) which has not changed much since last month, however, next Tuesday the JBC will meet on this project. Steve Uretsky, CDLE Program Manager, will send an email update to the IMC regarding the outcome of this meeting. Commissioner Delmonico stated that this project will report next month to the Risk Management Subcommittee and to the full IMC.

Action Item	(Commissioner Delmonico)
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CDLE will mail an update of their meeting with the JBC the wee of June 20th to OIT staff for distribution to the IMC.

Commissioner Delmonico reported that the Subcommittee conducted a conference call with the CIO Forum members. She stated she was very appreciate of this meeting because the Subcommittee has created and completed a list of questions that will be used in the Subcommittee on projects. The agencies know the type of questions to expect from the

Subcommittee and if answers to these questions are not satisfactory, the Subcommittee will drill down to get into more detail of the project and take a more hardcore approach.

NOTE: Representative Fran Coleman arrived and joined the IMC.

Commissioner Delmonico stated new members have been added to the Risk Management Subcommittee: Commissioner Tom McGimpsey and Department of Natural Resources Chief Information Officer, Kim Heldman. In addition, she stated that the Subcommittee did review the proposed changes to the IT policies and does agree with these changes, and commented that now that a quorum is present these could be voted on. Commissioner Delmonico reported that a few items have been added to the Subcommittee action items list including a review of IT systems, which has been handed over to the Enterprise Architecture Subcommittee to complete for us.

Senator May requested OIT provide a report on the impact and implementation of recently passed legislation: SB06-063 and SB06-149.

Action Item	(Senator May)
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OIT provide a report or presentation to the IMC on the impact and implementation of recently passed legislation: SB06-063 and SB06-149.

Vice-Chairman Mulford recognized that Representative Coleman is now present and requested a review of the May 19, 2006 IMC Monthly Meeting Minutes. If there are no questions or comments, he requested a motion to adopt the Minutes.

Motion	(Motion: Representative Coleman, 2nd : Commissioner Lutz)
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To approve the meeting minutes for May 19, 2006 IMC meeting with the amendment requested. Approved unanimously.

Motion	(Motion: Commissioner Delmonico, 2nd : Representative Coleman)
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To approve the recommended changes to the IT policies presented: Security Policy, Project Management Policy, and the ADA IT Accessibility Standards for the Blind and Visually Impaired. Approved unanimously.

C. Policy / Portfolio Subcommittees

This Subcommittee meeting was cancelled, so no readout was provided.

Adjournment

Vice-Chairman Mulford adjourned the meeting at 2:41 pm.

The next IMC will be held on:

Friday, August 18, 2006

Legislative Services Building – Hearing Room A

200 E. 14th Avenue

Denver, Colorado 80203